

Managing Web Pages (Advanced)

- You can publish web pages at specific times and dates using the online scheduling tool. This is useful for event based pages
- You can switch between different versions of your web page using the Version History tool
- You can rearrange and sort your page links using the Manage Sub-pages tool

Scheduling Pages

- Navigate to the section which contains the page(s) you want to schedule
- From the site toolbar, click on:
Page Properties Release Schedule
- For the page(s) you want to schedule, specify the starting and ending times and dates by using the **Release On** and **Release Until** fields. *(Click the dropdown buttons on the left to select times, and the ones on the right to select dates from the calendar)*
- Click **Save** to finish

Switching Page Versions

Note: Every change you make on a page is tracked by the system using version numbers

- Navigate to the page in question
- From the site toolbar, click on:
Page Properties → Version History
- You will see numerous versions denoted by numbers. *(If you modified your page 5 times you will see 5 versions numbered from 1 to 5)*
- Select a version number and click the **Preview** option to see how the page looks like
- Click the **Make Live** option for the version of your choice to make it the live version

Version	Description	Owner	Created On	Published On	Actions
1	Web Content	tarif.rahman	7/27/2010 03:50 PM	7/27/2010 03:50 PM	Preview Make Live

Comparing Page Versions

- Navigate to the page in question
- From the site toolbar, click on:
Page Properties → Version History

Note: You will find 2 radio buttons next to each version number. The left button relates to the left preview pane and the right button corresponds to the right

- For the two versions you want to compare, select the left button for one and the right for the other
- You will now be able to compare the 2 versions side by side

Version History

Version	Description	Owner	Created On	Actions
6	Web Content	david.tay	6/7/2010 9:27:32 PM	Preview Approval Live
5	Web Content	david.tay	6/7/2010 9:27:21 PM	Preview Approval Make Live
4	Web Content	david.tay	6/7/2010 4:06:31 AM	Preview Approval Make Live
3	Web Content	david.tay	6/7/2010 4:05:23 AM	Preview Approval Make Live
2	Web Content	david.tay	1/22/2010 6:42:22 PM	Preview Approval Make Live
1	Web Content	david.tay	1/19/2010 9:54:58 PM	Preview Approval Make Live

Comparing Versions

Version 2

- Athletics
- Career & Technical Education
- Pre-Kindergarten
- Elem. / Inter. Language Arts
- Elementary Mathematics
- Elementary Science Fine Arts
- Health / Physical Ed. / Music

Version 5

The drop down menu above provides a full listing of our program for students of all ages. All programs are described below.

Adolescent parenting Academic and counseling support for parenting and pregnant students through junior and senior high years.